

City of Riverside
Planning & Building Department
3900 Main Street, 3rd Floor
Riverside, CA 92522

We're on the Web!
www.riversideca.gov

Planning: (951) 826-5371
Building: (951) 826-5697

LET US KNOW HOW WE CAN BE OF SERVICE

We believe our customers have the right to expect the highest level of service from friendly and competent staff. These rights are expressed in our departmental Customer Bill of Rights shown below. If you have suggestions for improving our service, please let us know. Phone numbers and mailing address are shown above, or email us at planinfo@riversideca.gov. Customer comment cards are also available at our counter or by phone. We are here to serve you.

CUSTOMER BILL OF RIGHTS

We believe:

- I. Our customers have the right to be greeted with a smile.
- II. Our customers have the right to be treated with courtesy and respect.
- III. Our customers have the right to timely service when seeking service in person and by phone.
- IV. Our customers have the right to receive service from knowledgeable, competent and cooperative staff.
- V. Our customers have the right to complete, accurate, reliable information and feedback.
- VI. Our customers have the right to consistent and fair application of codes, and rules.
- VII. Our customers have the right to formally appeal staff decisions.
- VIII. Our customers have the right to communicate their appreciation or their dissatisfaction about staff, Department policies, procedures or requirements.
- IX. Our customers have the right to expect our staff to explore alternatives and find creative solutions

In order to facilitate this Bill of Rights and provide our customers the highest level of service, we expect that our customers will treat staff with courtesy and respect; that they will represent their projects accurately and honestly; that they will submit accurate, complete, and code-compliant plans at the beginning of the approval process; that they will inform staff of plan changes or project modifications in a timely manner; that they will obtain appropriate permits before they begin projects; that they will build their projects safely according to approved plans and in compliance with codes and rules; and that they will ask questions when they do not understand code requirements or staff communications.

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boundaries of the district, and to select the name of the district. "Evergreen Quarter" was selected because the district is the southwestern quarter of the Mile Square and is characterized by evergreen trees and Evergreen Cemetery. Planning Department staff then researched the history of the neighborhood, created a list of all the properties in the district, created maps, and presented the district to the Cultural Heritage Board for approval. Many residents came to the Cultural Heritage Board Meeting in April of 2004 to voice their support of the district.

The community continues to be involved in the preservation of their neighborhood. They helped to design historic district signs for their neighborhood that reflects its unique character. They have also selected the placement of the signs. Evergreen Quarter is the fifth historic district to be designated in the Mile Square.

There are many historic neighborhoods in the city that are eligible to be historic districts. Neighborhoods that are historic districts are groupings of buildings that work together to tell a story about the city and the people that lived there at a point in time. The buildings should be relatively unaltered and still convey their sense of history from the exterior. To find out more about Evergreen Quarter Historic District, other city historic districts, whether or not you live in a historic district, or if your neighborhood could be one, visit our website at www.riversideca.gov. Click on the Planning Department, then Historic Preservation.

NOW AVAILABLE on line Building Permit Calculator. Go to: <http://www.riversideca.gov/planning/building> and click on "Permit Fee Calculator". The On-Line Calculator is to estimate fees only. Fees must be confirmed with City staff.

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lines the development review process by reducing the number of biological studies requested. The fees which are collected at the time a building permit is issued, are intended to mitigate negative impacts resulting from development proposals. Fees are calculated based on the number of units per acre for residential and the total number of developed acres for commercial and industrial projects. In authorizing the fees, the City Council exempted projects involving minor additions or remodels, secondary residential units, improvements damaged by natural causes, conversion of use and some private university projects.

For further information, contact the Planning Department at (951) 826-5371 or visit the County of Riverside website at www.tlma.co.riverside.ca.us/ordinances/ord810.2.html.

"The adoption of the MSHCP streamlines the development review process by reducing the number of biological studies requested"



CITY OF RIVERSIDE

January, 2005

Volume 2, Issue 1

Planning & Building Dept

Preserving our Past, Planning our Future

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MISSION & CORE VALUES

The Mission of the Planning and Building Department is to protect and enhance the City of Riverside's natural and manmade environment, its economic base and its neighborhoods by providing our customers with timely and accurate planning and building services.

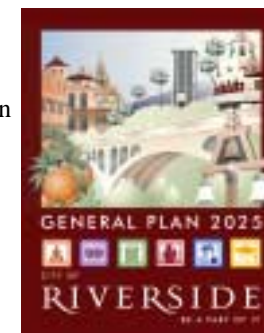
We Value....
Teamwork
Professionalism
Problem-solving
Integrity
Exceptional Customer Service
Innovation and Creativity
Treating others as we would want to be treated.

General Plan 2025 Program The Story Continues

Beginning on September 30, 2004 the Planning Commission began holding workshops where they were introduced to the documents which make up the General Plan 2025 Program, the General Plan, Zoning Code (Title 19), Subdivision Code (Title 18), Implementation Plan and Citywide Design Guidelines. In addition the City released the Environmental Impact Report (EIR) on the Program on November 19, 2004 for public review and comment.

They documents not only create the plan for the City over the next twenty years but also create the mechanisms by which to implement the twenty-year plan. The documents are very comprehensive and yet designed for easy reading with graphic illustrations, tables, charts and maps. Briefly, the function of each document may be described as follows:

- The General Plan 2025 outlines specific objectives and policies for the future of Riverside in regards to housing, circulation, land use, economic outlook, arts and culture, education, air quality and other issues that affect the way we live, get around, work, learn and play.
- The new Zoning Code (Title 19) supports the major themes of the General Plan by setting forth development standards to achieve the objectives of the General Plan.
- The new Subdivision Code (Title 18) also supports the General Plan through development standards for land division.



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NEW Streamlined Process for Large Family Day Care Home Permits

The Planning Department recently established a day care permit process for large family day care homes. Previously an application had to be made under a Conditional Use Permit which carried a \$4,000.00 application fee. Then there was the two month wait to go before the City Planning Commission, and another month for City Council to approve it. The new Day Care Permit application fee is just \$198.00 and will take approximately four weeks to be processed administratively.



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- The Implementation Plan uses the objectives and policies from the general Plan and creates a “tool kit” of tools that can be used by the City and others to implement the General Plan.
- The Citywide Design Guidelines are a tool which developers, City Council, Board and Commission members and City planners can achieve quality, well-designed development throughout Riverside.

To facilitate access to the documents, electronic versions have been made available on the City’s website. We hope you will visit our website and review the documents that you feel may be of importance to you. Visit the City’s homepage at www.riversideca.gov and click on the icon which looks like this:



There is still time to get involved. The first of several public hearings are scheduled for February 17 and March 3, 2005.

Message from the Planning Director



Greetings and welcome to 2005! As we start yet another new year, it is time to not just reflect on the past year but, more importantly, focus on the year that lies ahead. We have had a wildly successful year by all accounts. The Building and Safety Division was named the Building Department of the Year by its peers. In spite of record workloads, we consistently met and exceeded customer expectations. And, if I can say so myself, the new General Plan 2025 Program is outstanding. The General Plan is innovative and pertinent; the Zoning Code is easy to read, proposes flexible standards and promotes quality development. If you haven’t had a chance to look at it, I encourage you to do so.

But we can’t rest on our laurels. There is still a lot of work to do. We will continue to find ways to improve and streamline the development review process. We will find ways to provide even more exceptional service to all of our customers. In addition, a major focus of the Planning and Building Department will be on the following priorities adopted by the Mayor and City Council in 2004:

- Economic Development
- Growth and Annexations
- Transportation and Transit
- Neighborhoods and Livable Communities

While these priorities apply citywide, the Planning and Building Department will play an integral role in the implementation of each. We look forward to being part of the collaborative efforts needed to make Riverside an even better place to live, work, learn, play and get around.

Ken Gutierrez
Planning Director

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As with any facility regulated by the State, large family day care home providers will be responsible for complying with all the standards from the Department of Social Services Community Care Licensing and for keeping all State licenses or permits valid and current.



Pre-existing large family day care home providers operating with a State license are Exempt from the Day Care Permit requirement and permitted to operate if they satisfy all State requirements. Small family day care homes with eight or fewer children are also exempt, as they are permitted as a matter of right in all residential zones. Day Care Centers, with more than 14 children not operating out of a home, will continue to require a conditional use permit pursuant to the current regulations in the Zoning Code.

Call the Planning and Building Department at (951) 826-5371 for further information.

Reroof Contractor Inspection and Certification Program

The Building Division now offers homeowners a choice when having their home re-roofed: (1) a traditional City inspection or (2) a Contractor inspection .

Under this new program, Contractors will save time and money by not having to coordinate inspections with the City. Through self-certifying the work, a Contractor has greater flexibility and the logistics of a re-roofing project are greatly simplified.

To become a participant in the program the contractor must pass a written exam testing his/her knowledge of the program’s limitations and the applicable codes.

Evergreen Quarter designated as Riverside’s newest Historic District



On June 1, 2004, the City Council upon the recommendation of the Cultural Heritage Board designated Evergreen Quarter Historic District as the city’s newest designated historic district. The decision of the Council was the result of months of work and planning by the community of the district and Planning Department staff. The district is bounded by University Avenue to the north, Evergreen Cemetery to the south, the east side of Redwood Drive to the west, and Locust Avenue to the east.

The neighborhood is considered significant within the context of community planning and residential architecture in Riverside between 1880 and 1954. It is part of the original Mile Square, and includes several City Landmarks and Structures of Merit.

Evergreen Quarter is a district that is filled with excellent examples of popular architectural styles in Riverside from the late nineteenth to mid twentieth centuries. In the district you will find flat roofed homes in the Pueblo Revival style, homes with red tile roofs in the Spanish Colonial Revival style, large vertical two story homes in the Victorian style, Craftsman Bungalows with their prominent front porches and dormers, and a multitude of small Hipped Roof Cottages and other styles that are representative of the housing trends of Riverside during the late nineteenth and early twentieth centuries. The

“Evergreen Quarter is a district that is filled with excellent examples of popular architectural styles in Riverside from the late nineteenth to mid twentieth centuries. “

Mile Square was developed as agricultural property in the early period of Riverside’s development. The citrus growers in the area owned the large Victorian style homes that dot the Evergreen Quarter neighborhood. During a housing boom in the 1920s, the growers sold their groves to land developers who subdivided the land and began to build homes in the popular styles of the 1920s. This is when the Craftsman, Spanish Colonial Revival, Pueblo Revival and Hipped Roof Cottages were constructed. In a later housing boom after World War II, infill lots in the district



were developed with houses in popular post-war styles such as California Ranch and Minimal Traditional. The neighborhood streets have a distinct character. Lined with mature trees, and historic sidewalks and streetlights it has the feel of a quiet and peaceful neighborhood typical of the design of residential neighborhoods in the late nineteenth and early twentieth century. The large front yards and uniform arrangement of houses gives the district a picturesque landscape.

The residents of Evergreen Quarter Historic District came together as a community to make this designation possible. They worked with Planning Department staff to hold community meetings and information sessions, to decide the

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Multi Species Habitat Conservation Plan

On July 1, 2004 the City of Riverside began collecting fees associated with the Multi Species Habitat Conservation Plan (MSHCP). The fee applies to most new development projects and is a result of an agreement entered into between the County of Riverside and 14 Cities in the western part of the County. Like the other Cities and the County, the City of Riverside is required under State and Federal regulations to conserve endangered species and their habitat.



In the past this has often resulted into developers being required to undertake biological studies which take a considerable amount of time and money to complete. Individual developers would approach and negotiate with the Federal and State wildlife agencies to dedicate portions of their land to wildlife conservation so as to carry out their developments. The adoption of the plan stream-

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